



Commercial Cloud Services (Microsoft) Ordering Tool Tutorial



December 2013

Introduction

- This briefing will introduce the Commercial Cloud Services Ordering Tool.
- You must utilize the CHES IT e-mart <https://chess.army.mil> to access the Commercial Cloud Services Ordering Tool.
- You will learn:
 - How to Access the Commercial Cloud Services Ordering Tool
 - How to Request a Commercial Cloud Service
 - How to Order a Commercial Cloud Service
 - How to View a Completed Order

Table of Contents

- Access to the Commercial Cloud Services Ordering Tool
- Requesting Commercial Cloud Services
- Ordering Commercial Cloud Services
- View Completed Orders

How to Access the Commercial Cloud Services Ordering Tool



Step 1 - Log into the CHESSE IT e-marketplace

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 COMPUTER HARDWARE,
 ENTERPRISE SOFTWARE AND SOLUTIONS

Contact Us | Feedback | FAQ | Sitemap | Login | Register Customer Support: 1-888-232-4405 (Hours: 8-5 EST)

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Hardware	Software	Services	RFQ/RFP/RFI	Consolidated Buy	Resources	About CHESSE
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Hardware

- Contracts
- DoD UC APL
- Ordering Guides
- Consolidated Buy
- RFQ
- Statement of Non-Availability

Login

Please enter your user name and password. [Register](#) if you don't have an account.

Account Information

Ignore certificate ☒

Email

Password ([recover password](#))

Login

You will need to log in to access the Commercial Cloud Services Tool

Username and Password Log in Screen

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----------	----------	----------	-------------	------------------	-----------	--------------

Hardware

- Contracts
- DoD UC APL
- Ordering Guides
- Consolidated Buy
- RFQ
- Statement of Non-Availability

Login

Please enter your user name and password. [Register](#) if you don't have an account.

Account Information

Certificate: C=US, O=U.S. Government, OU=DoD, OU=PKI, OU=CONTRACTOR, CN=CORCORAN.JOANNA.M.1457110185

Ignore certificate ☐

Login

CAC Log in Screen

<https://chess.army.mil>

Step 2 - Click All Software Agreements

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Hardware	Software	Services	RFQ/RFP/RFI	Consolidated Buy	Resources
Hardware PC/Notebook/Printer/VTC Servers, Networking, VTC Unified Capabilities Product List	Software All Software Agreements Microsoft Army Software Downloads	Services ITE ITS-SB Online RFP Tool	RFQ/RFP/RFI Request for Training Ordering Instructions RFQ/RFP/RFI Tutorials	Consolidated Buy Products & Prices Schedule Exceptions	Other Links RFQ/RFP/RFI Statement of Non-Availability Policy

Ensure you are logged in by looking for your name in the upper right hand corner of the screen

From the Main Menu Click "All Software Agreements" to proceed

Step 3 - Select Commercial Cloud Services (Microsoft) (BPA)

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Software Agreements

Select "Commercial Cloud Services (Microsoft) (BPA)" from the list below

Technology buying volumes of the Army and DoD have spurred efforts among the Services Steering Groups and Agencies to consolidate requirements and leverage that buying power to provide lowest available pricing with value-added benefits.

Enterprise License Agreements (ELAs)

Program Name	Resellers	Agreement Type	Ordering Open To	Managed By
Adobe JELA	CDW-G	ELA	Air Force, Army, DISA	Army
BMC ELA	Four Points Technology	ELA	Army	Army
CA ELA	CA Technologies	ELA	Army	Army
Cisco ELA	Red River Computer Company	ELA	Army	Army
Commercial Cloud Services (Google) (BPA)	DLT Solutions	BPA	All DoD	Army
Commercial Cloud Services (Microsoft) (BPA)	Dell	BPA	All DoD	Army
Creo ELA	Immix Technology, Inc.	ELA	Army	Army
Microsoft JELA	Insight Public Sector	ELA	Air Force, Army, DISA	Army

Step 4 - Click Cloud Services Ordering Link

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Hardware

Software

Services

RFQ/RFP/RFI

Consolidated Buy

Resources

About CHES

Software



Software Agreements

Inventory

Microsoft licenses

Army Software Downloads

DoD ESI

Statement of Non-Availability

Commercial Cloud Services BPA (Microsoft)

Program Name: Army Commercial Cloud Services BPA (Microsoft Office 365)**Contract Number:** W52P1J-13-A-0014**Vendor:** Dell Federal Systems
Business Type: Large Business Dell
 Federal Systems
 ONE DELL WAY
 ROUND ROCK, TX 78682-0001

Contract Summary:

On 25 September 2013, the Computer Hardware, Enterprise Software and Solutions (CHES) program office with the Program Executive Office Enterprise Information Systems (PEO EIS) in coordination with the Army Chief Information Officer (CIO/G-6) and Department of Defense Enterprise software Initiative (DoD ESI) established an Enterprise License Agreement (ELA) to provide cloud services. The newly established Blanket Purchase Agreement was competed against the previously established General Services Administration (GSA) Email as a Service (EaaS) agreements. By competing the requirement against the GSA vehicle the DoD was able to leverage the past efforts of GSA, while adding enhance terms and conditions and unique DoD security requirements, in a manner that fully leveraged the buying power of the DoD for current and future requirements. The agreement consists of a One (1) Year Base Period with Four (4), One (1) Year Options.

Primary goods and services:

This BPA standardizes and establishes prices for subscription based licenses providing email, document storage, identity management and unified capabilities as well as records management and digitally signed and encrypted email. The pricing for this agreement is \$29.04 per user per year throughout the life of the contract.


Ordering Instructions: [Cloud Services Ordering Link](#)

Click the "Cloud Services Ordering Link" below to continue

Step 5 - Commercial Cloud Offerings

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Software

[Software Agreements](#)
[Inventory](#)
[Microsoft licenses](#)
[Army Software Downloads](#)
[DoD ESI](#)
[Statement of Non-Availability](#)

Commercial Cloud Services

	Microsoft 365	Google Apps
Office Automation documents, spreadsheets, and presentations	✓	✓
Unified Capabilities voice, presence, chat, Instant Messaging, video calls, collaboration	✓	✓
Storage 50 Gig	50 Gig	50 Gig
Email	✓	✓
Records Management DoD Directive 5015.2	✓	
Digital Signing and Encrypting Ability to digitally sign and encrypt email and documents	✓	
Cost	\$29.04 per year per user	\$16.80 per user for first year

[Order Commercial Cloud Services](#)

Click the "Order Commercial Cloud Services" button to start the Request Process


Requesting Commercial Cloud Services



Step 1 - Create a Request

- Once you have logged into the CHESS IT e-mart and have accessed the Commercial Cloud Services Tool you are ready to submit a Request

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Commercial Cloud Services - Active

Create a request

Show Completed Requests


Showing Items 1 - 0 of 0 |

Id	Service/Agency	Major Command	Status	Updated	
<div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: center;"> <p>Chess Home FAQ Report a Bug Web Privacy S</p> <p>Version: 3.4 Build: 1 Revision UNCLASSIFIED</p> </div> <div style="border: 2px solid red; padding: 10px; background-color: yellow; text-align: center;"> <p style="color: red; font-weight: bold;">Click the "Create a request" button to get started</p> </div>  </div> <div style="text-align: right; margin-top: 10px;">  </div>					

Step 2 - Fill Out Request Form

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Hardware

Software

Services

RFQ/RFP/RFI

Consolidated Buy

Resources

About CHESS

Commercial Cloud Services - Request Form

ORGANIZATIONAL INFORMATION

Service or Agency
 Major Command
 Major Sub Command
 Installation

This is what a Blank Request Form will look like

COMMERCIAL CLOUD SERVICES - SOLUTIONS AND QUANTITIES

Solution	CLIN	Vendor	Price	Quantity
Microsoft	0001	Dell Federal Systems	29.04	<input type="text"/>
Google	0002	DLT Solutions	16.80	<input type="text"/>

COMMAND CIO INFORMATION

Please add contact information for your CIO and a Backup POC, in case you are unavailable.

Name: Email: Phone: Contact Type:

JUSTIFICATION


Characters left: 4000

Approved license requests do not constitute approval to deviate from any DoD regulation or policy.

Step 2.1 - Organizational Information

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Commercial Cloud Services - Request Form

ORGANIZATIONAL INFORMATION

Service or Agency:

Major Command:

Major Sub Command:

Installation:

COMMERCIAL CLOUD SERVICES - SOLUTIONS AND QUANTITIES

on	CLIN	Vendor	Price	Quantity
oft	0001	Dell Federal Systems	29.04	<input type="text" value="0"/>
e	0002	DLT Solutions	16.80	<input type="text" value="0"/>

NOTE: Army Customers are required to fill in Major Command, Major Sub Command & Installation Fields

Please add contact information for your CIO and a Backup POC, in case you are unavailable.

Name: Email: Phone: Contact Type: [Add](#)

JUSTIFICATION

Characters left: 4000

Approved license requests do not constitute approval to deviate from any DoD regulation or policy.

[Submit](#) [Cancel](#)

Step 2.2 - Solutions & Quantities

[Contact Us](#) | [Feedback](#) | [FAQ](#) | [Sitemap](#) | [My Account](#) | [Logout](#)

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Hardware

Software

Services

RFQ/RFP/RFI

Consolidated Buy

Resources

About CHESS

Commercial Cloud Services - Request Form

ORGANIZATIONAL INFORMATION

Service or Agency Major Command Major Sub Command Installation

COMMERCIAL CLOUD SERVICES - SOLUTIONS AND QUANTITIES

Solution	CLIN	Vendor	Price	Quantity
Microsoft	0001	Dell Federal Systems	29.04	<input type="text" value="100"/>
Google	0002	DLT Solutions	16.80	<input type="text" value="0"/>

**Enter the Quantity
of Licenses Required**

COMMAND CIO INFORMATION

Please add contact information for your CIO and a Backup POC, in case you are unavailable.

 Name: Email: Phone: Contact Type:

JUSTIFICATION

Characters left: 4000

Approved license requests do not constitute approval to deviate from any DoD regulation or policy.

Step 2.3 - Command CIO Information

- Please add contact information for your CIO and a Backup POC, in case you are unavailable

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Commercial Cloud Services - Request Form

ORGANIZATIONAL INFORMATION

Service or Agency: AIR FORCE
Major Command:
Major Sub Command:
Installation:
COMM:

	Price	Quantity
ms	29.04	100
Google 0002 Dell Solutions	16.80	0

COMMAND CIO INFORMATION

Please add contact information for your CIO and a Backup POC, in case you are unavailable.

Name: CIO Name Email: CIOemail@mail.mil Phone: 703-806-0000 Contact Type: CIO **Add**

JUSTIFICATION

Characters left: 4000

Approved license requests do not constitute approval to deviate from any DoD regulation or policy.

Submit **Cancel**

Once completed
click the "Add"
button to ensure
your POC
information is saved

Complete the following fields:
Name, Email, Phone and Contact
Type (Choose CIO or Backup POC
from drop down menu)

Step 2.3 cont'd - Command CIO Information

- Complete the POC process again for your Backup POC information

Contact Us | Feedback | FAQ | Sitemap | My Account | Logout Customer Support: 1-888-232-4405 (Hours: 8-5 EST)

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Commercial Cloud Services - Request Form

ORGANIZATIONAL INFORMATION

Service or Agency: AIR FORCE
Major Command:
Major Sub Command:
In:
C:

**Complete the following fields:
Name, Email, Phone and Contact
Type (Choose CIO or Backup POC
from drop down menu)**

Items	Price	Quantity
	29.04	100
Google 0002 DLT Solutions	16.80	0

COMMAND CIO INFORMATION

Please add contact information for your CIO and a Backup POC, in case you are unavailable.

Name: BackUp Name Email: Backupemail@mail.mil Phone: 703-806-0001 Contact Type: Backup POC **Add**

Name: CIO Name Email: CIOemail@mail.mil Phone Number: 703-806-0000 Contact Type: CIO Remove

JUSTIFICATION

Characters left: 4000


Approved license requests do not constitute approval to deviate from any DoD regulation or policy.

Submit Cancel

**Once completed
click the "Add"
button to ensure
your POC
information is saved**

Step 2.4 - Justification

Contact Us | Feedback | FAQ | Sitemap | My Account | Logout Customer Support: 1-888-232-4405 (Hours: 8-5 EST)


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[Hardware](#)
[Software](#)
[Services](#)
[RFQ/RFP/RFI](#)
[Consolidated Buy](#)
[Resources](#)
[About CHESS](#)

Commercial Cloud Services - Request Form

ORGANIZATIONAL INFORMATION

Service or Agency: AIR FORCE
 Major Command:
 Major Sub Command:
 Installation:

COMMERCIAL CLOUD SERVICES - SOLUTIONS AND QUANTITIES

Solution	CLIN	Vendor	Price	Quantity
Microsoft	0001	Dell Federal Systems	29.04	100
Google	0002	DLT Solutions	16.80	0

COMMAND CIO INFORMATION

Please add contact information for your CIO.

Name: Email: Contact Type: Add

Name: CIO Name	Email: CIO	-0000	Contact Type: CIO	Remove
Name: BackUp Name	Email: BackUp	-0001	Contact Type: Backup POC	Remove

JUSTIFICATION

Needed for School Houses

Characters left: 3976


Approved license requests do not constitute approval to deviate from any DoD regulation or policy.

It is required that you provide a Justification for your Request. You will not be able to submit your Request without doing so.

Step 3 - Submit Request

- Once your form is complete you can Submit your Request

Contact Us | Feedback | FAQ | Sitemap | My Account | Logout Customer Support: 1-888-232-4405 (Hours: 8-5 EST)



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Software
Services
RFQ/RFP/RFI
Consolidated Buy
Resources
About CHESS

Commercial Cloud Services - Request Form

ORGANIZATIONAL INFORMATION

Service or Agency:

Major Command:

Major Sub Command:

Installation:

COMMERCIAL CLOUD SERVICES - SOLUTIONS AND QUANTITIES

Solution	CLIN	Vendor	Price	Quantity
Microsoft	0001	Dell Federal Systems	29.04	<input type="text" value="100"/>
Google	0002	DLT Solutions	16.80	<input type="text" value="0"/>

COMMAND CIO INFORMATION

Please add contact information for your CIO and a Backup POC, in case you are unavailable.

Name: Email: Phone: Contact Type:

Name	CIO Name	Email	CIOemail@mail.mil	Phone Number	703-806-0000	Contact Type:	CIO	<input type="button" value="Remove"/>
Name	BackUp Name	Email	Backupemail@mail.mil	Phone Number	703-806-0001	Contact Type:	Backup POC	<input type="button" value="Remove"/>

JUSTIFICATION

Needed for School Houses

Characters left: 3976


Click the "Submit" button to continue

Approved license requests do not constitute approval to deviate from any DoD regulation or policy.

Step 4 - Request Complete

- Once your Request has been submitted your screen will display your recent request and your "Status" will show as PENDING until your request is APPROVED

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Hardware	Software	Services	RFQ/RFP/RFI	Consolidated Buy	Resources	About CHESS
----------	----------	----------	-------------	------------------	-----------	-------------


Your Commercial Cloud Services request has been created.

Commercial Cloud Services - Active

[Create a request](#) [Show Completed Requests](#)



Showing Items 1 - 1 of 1 | 1

Id	Service/Agency	Major Command	Status	Updated	0001	0002	
26	AIR FORCE	Non-Army Major Command	PENDING	12/5/2013	100	0	Cancel View



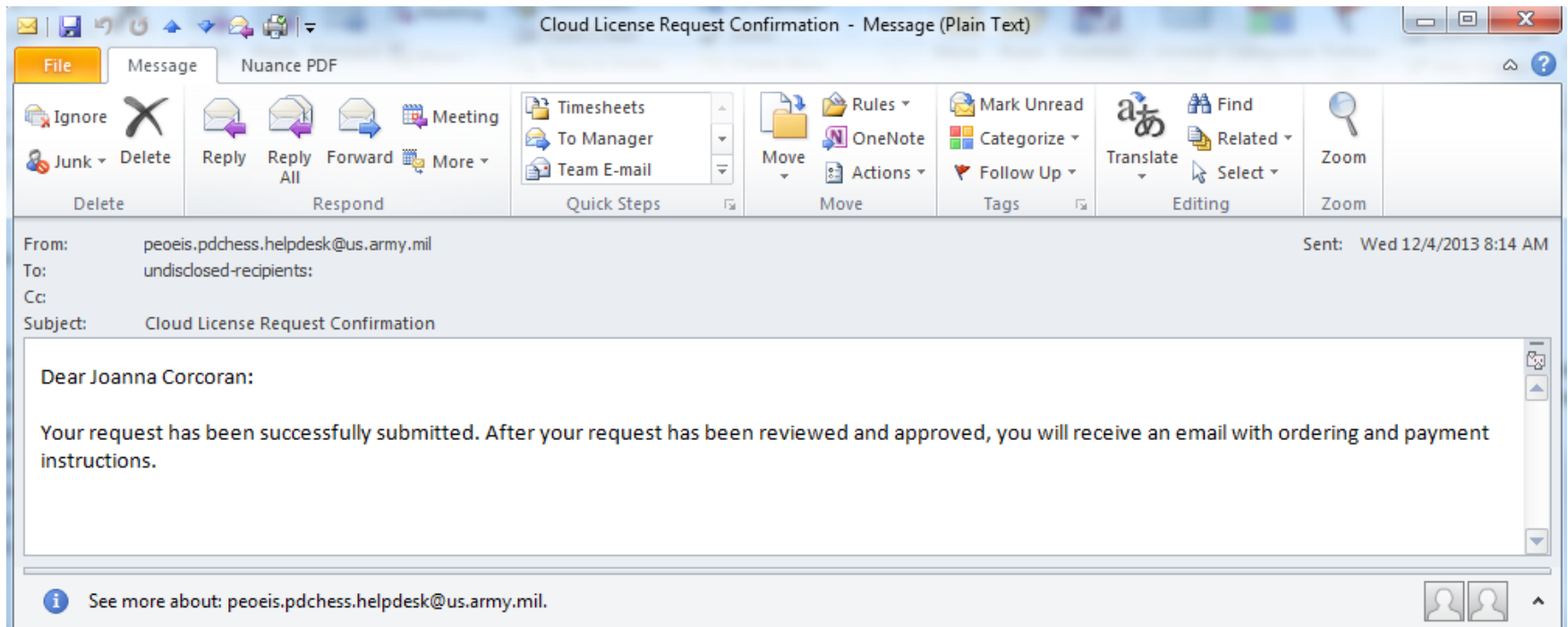
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Version: 3.4 Build: 1 Revision: 6
UNCLASSIFIED

Step 5 - Request Submitted Email

- You will receive an email informing you that your Request for Commercial Cloud Services has been submitted



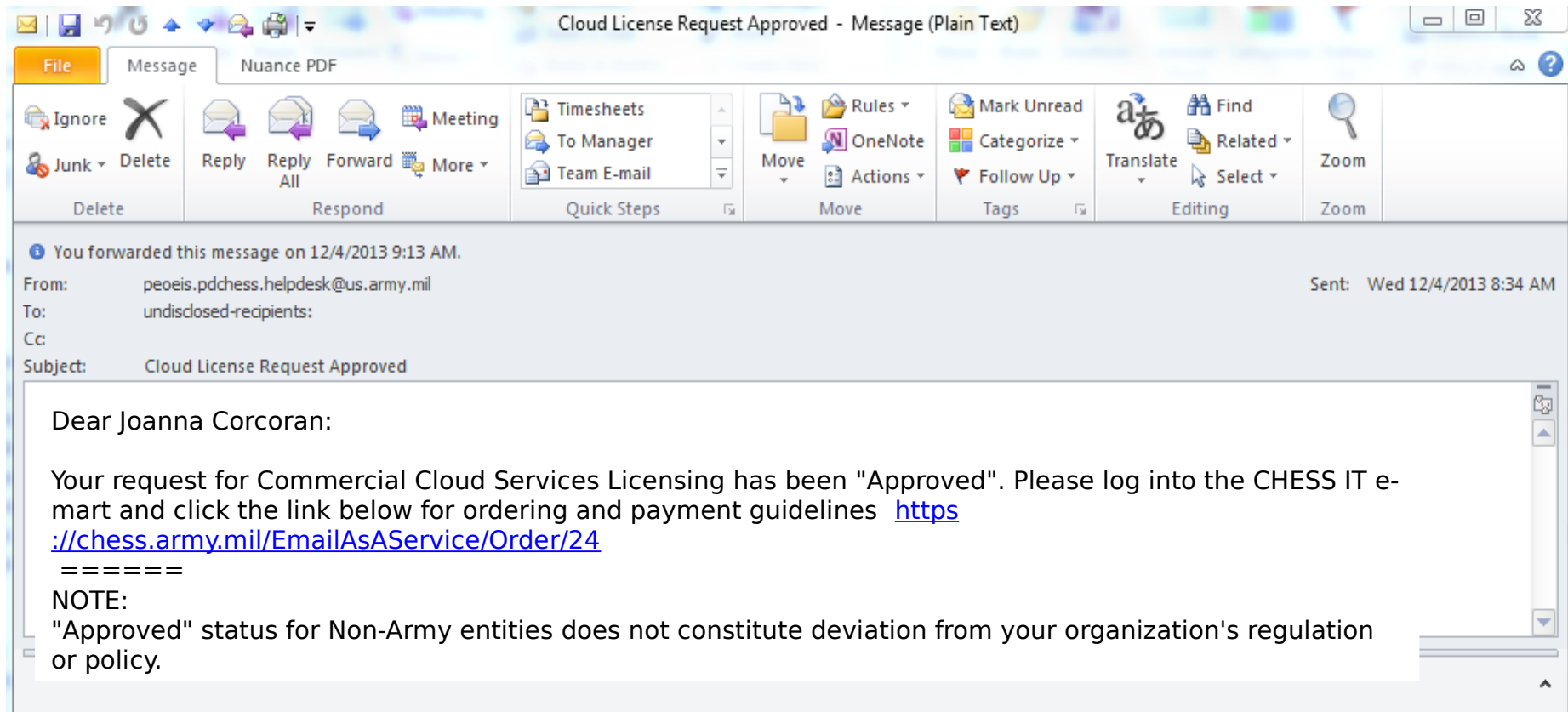
NOTE: In order to move forward with the Commercial Cloud Services Process you will need to wait to receive an email that your request is Approved

Ordering Commercial Cloud Services



Step 1 - Receive Approved Email


- You will receive an email saying your Request is Approved with a link to payment information to complete your Order



Step 2 - Verify Information

- Once you click the link in your Approved email you will be taken to the following page. Please verify your information.

[Contact Us](#) | [Feedback](#) | [FAQ](#) | [Sitemap](#) | [My Account](#) | [Logout](#)
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Hardware	Software	Services	RFQ/RFP/RFI	Consolidated Buy	Resources	About CHESS
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Commercial Cloud Services - Request Form

Status APPROVED
 Requested By Corcoran, Joanna (jcorcoran@fourincorp.com)
 Created 12/5/2013

ORGANIZATIONAL INFORMATION

Service or Agency: AIR FORCE
 Major Command:
 Major Sub Command:
 Installation:

COMMERCIAL CLOUD SERVICES - SOLUTIONS AND QUANTITIES

Solution	CLIN	Vendor	Price	Quantity	Total
Microsoft	0001	Dell Federal Systems	\$29.04	100	\$2904.00
Google	0002	DLT Solutions	\$16.80	0	\$0.00

MIPR INFORMATION

Click [here](#) for information on how to build a MIPR for Google Cloud Services.


Click [here](#) for information on how to build a MIPR for Microsoft Cloud Services.

Step 3 -MIPR Information

- For information on how to build a MIPR for Google Cloud Services click the link below

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Hardware	Software	Services	RFQ/RFP/RFI
----------	----------	----------	-------------

Commercial Cloud Services - Request

Status APPROVED
Requested By Corcoran, Joanna (jcorcoran@fourincorp.com)
Created 12/5/2013

ORGANIZATIONAL INFORMATION

Service or Agency: AIR FORCE
Major Command:
Major Sub Command:
Installation:

SOLUTIONS AND QUANTITIES			
	Price	Quantity	Total
	\$29.04	100	\$2904.00
Google 0002 DLT Solutions	\$16.80	0	\$0.00

MIPR INFORMATION

Click [here](#) for information on how to build a MIPR for Google Cloud Services.

Click [here](#) for information on how to build a MIPR for Microsoft Cloud Services.

Submitting a MIPR to CHESS

"TO" Line: (MIPR Primary) Miguel Campos; miguel.a.campos22.civ@mail.mil, April Cappilla; april.a.cappilla.civ@mail.mil

"Cc" Line: (CHESS Primary) Dawn Bare, 703-806-8231

The MIPR should include the following information (DD FORM 448):

- Block 7 (To):
PEO EIS/ Computer Hardware Enterprise Software & Solutions
(PD CHESS: SFAE-PS-CH)
ATTN: Miguel Campos
Fort Belvoir, VA 22060
- Block 9(b) (Description): In the description area of the MIPR request, as a minimum please include the following information:
 - Funding in support of the Commercial Cloud Services Agreement to repay AWCf.
 - Contract #: W52P1J-13-A-0014 (Microsoft)
 - Funds Expire: <Include when funds expire>
 - BONA FIDE ~~need~~ requirement statement.
 - Contracting Officer:
 - CHESS POC: Dawn Bare; Comm: 703-806-8231; Email: dawn.m.bare2.civ@mail.mil
 - MIPR POC Information: Miguel Campos; Comm: 703-806-0611; Email: miguel.a.campos22.civ@mail.mil
 - DoDAAC: <Insert Your Organization's DoDAAC>

Step 4 - Enter Funding Information

FUNDING INFORMATION

Attachments

Only the following file types will be accepted:

- Adobe Acrobat PDF (.pdf)
- Excel (.xls & .xlsx)
- TIFF Files (.tif)
- WinZip Files (.zip)
- Word (.doc & .docx)

You may upload with a maximum file size of 5 megabytes (MB) per file.

J:\CHESS\Tutorials\MIPR...	Browse...	Clear
	Browse...	Clear
	Browse...	Clear
	Browse...	Clear
	Browse...	Clear

MIPR # MIPRXXXX

MIPR Date 12/5/2013 11:49:32 AM

MIPR Amount 2904.00

MIPR Submitter Name Joanna Corcoran

MIPR Submitter Phone 703-806-9087

MIPR Submitter Email joanna.m.corcoran.ctr@n

Upload your MIPR here

NOTE: "MIPR Amount Field" must be a number. Do not include \$ in your amount.

These fields are optional for your record keeping.

COMMAND CIO INFORMATION

Contact Type: CIO

Name: CIO Name

Email: CIOemail@mail.mil

Phone Number: 703-806-0000

Contact Type: Backup POC

Name: BackUp Name

Email: Backupemail@mail.mil

Phone Number: 703-806-0001

JUSTIFICATION

Needed for School Houses

Approved license requests do not constitute approval to deviate from any DoD regulation or policy.

Submit
Cancel

Step 5 - Submit Order

FUNDING INFORMATION

Attachments

Only the following file types will be accepted:

- Adobe Acrobat PDF (.pdf)
- Excel (.xls & .xlsx)
- TIFF Files (.tif)
- WinZip Files (.zip)
- Word (.doc & .docx)

You may upload with a maximum file size of 5 megabytes (MB) per file.

J:\CHESS\Tutorials\MIPR	<input type="button" value="Browse..."/>	<input type="button" value="Clear"/>
	<input type="button" value="Browse..."/>	<input type="button" value="Clear"/>
	<input type="button" value="Browse..."/>	<input type="button" value="Clear"/>
	<input type="button" value="Browse..."/>	<input type="button" value="Clear"/>
	<input type="button" value="Browse..."/>	<input type="button" value="Clear"/>

MIPR #
MIPR Date
MIPR Amount
MIPR Submitter Name
MIPR Submitter Phone
MIPR Submitter Email

COMMAND CIO INFORMATION

Contact Type: CIO
Name: CIO Name
Email:
Phone Number:
Contact Type: Backup POC
Name: BackUp Name
Email:
Phone Number:

JUSTIFICATION

Needed for School Houses


Approved license requests do not constitute approval to deviate from any DoD regulation or policy.

Click the "Submit"
button to continue

Step 6 - Order Confirmation

- Once your Order has been submitted your screen will display your recent Order and your "Status" will show as ORDERED

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Your order has been placed.

Commercial Cloud Services - Active

[Create a request](#)
[Show Completed Requests](#)


Showing Items 1 - 1 of 1 | 1


Id	Service/Agency	Major Command	Status	Updated	0001	0002	
26	AIR FORCE	Non-Army Major Command	ORDERED	12/5/2013	100	0	View



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Version: 3.4 Build: 1 Revision: 6
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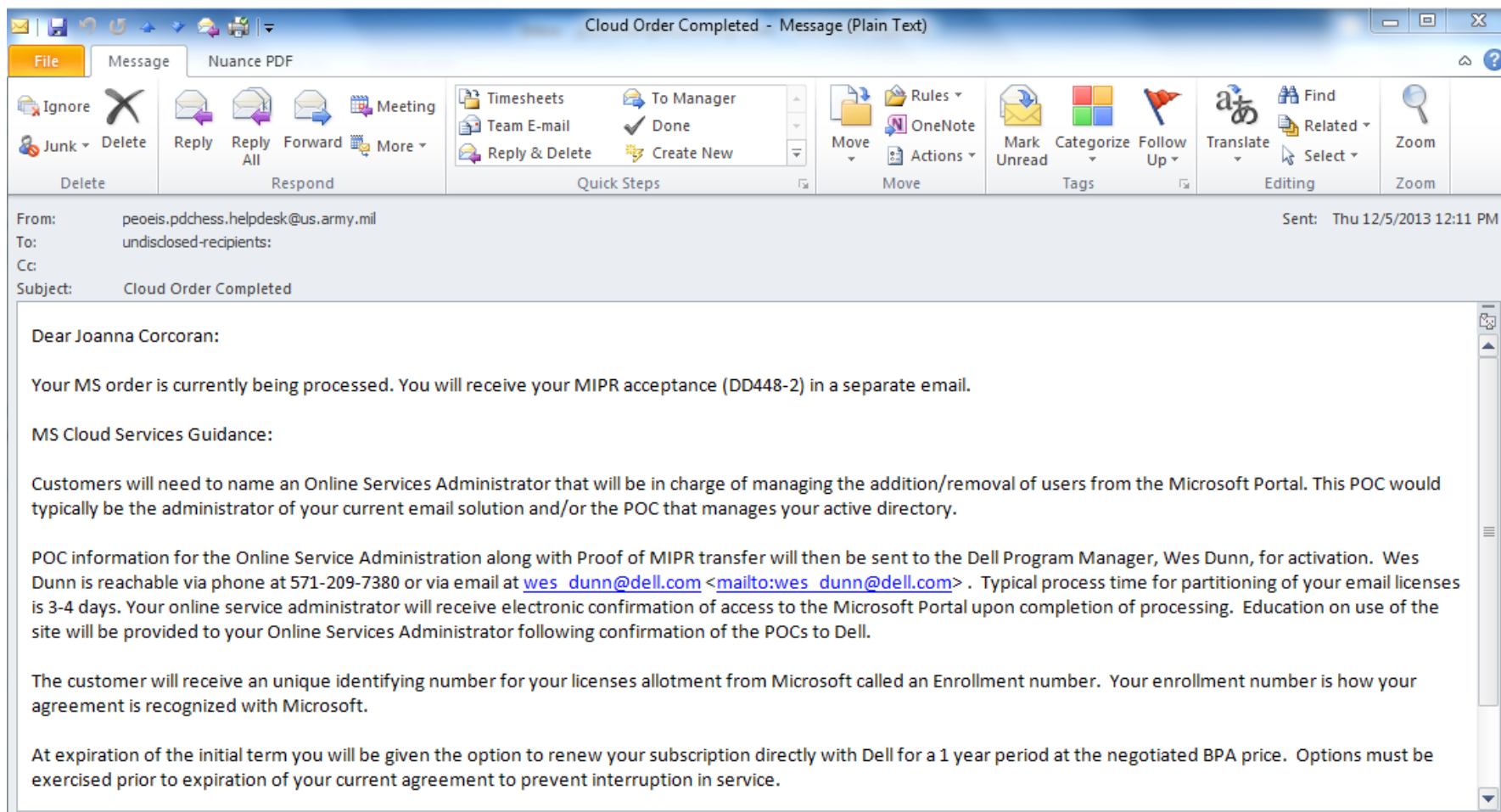


View Completed Orders



Step 1 - Receive Order Completed Email


- You will receive an email saying your Order is being processed



Step 2 - View Completed Order

- Ensure you are logged into the CHESS IT e-mart and follow the previous steps to Access the Commercial Cloud Services Ordering Tool

Contact Us | Feedback | FAQ | Sitemap | My Account | Logout Customer Support: 1-888-232-4405 (Hours: 8-5 EST)



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CHESS
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ENTERPRISE SOFTWARE AND SOLUTIONS

Welcome: Joanna Corcoran
Last Login: Wed, 04 Dec 2013 11:20:19 GMT

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Commercial Cloud Services - Active

Create a request

Show Completed Requests

Showing Items 1 - 0 of 0 |


Id	Service/Agency	Major Command	Status	Updated	
<div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: center;"> <p>Chess Home FAQ Report a Bug Web Privacy Security</p> <p>Version: 3.4 Build: 1 Revision: 6 UNCLASSIFIED</p> </div>  </div> <div style="text-align: right; margin-top: 10px;">  </div>					

Click the "Show Completed Requests" button once you are back in the Ordering Tool

Step 2 Cont'd - View Completed Orders

- Below you will see a list of your Completed Orders

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Commercial Cloud Services - Completed

[Create a request](#)
[Show Active Requests](#)

Showing Items 1 - 1 of 1 | 1

Id	Service/Agency	Major Command	Status	Updated	0001	0002	
26	AIR FORCE	Non-Army Major Command	COMPLETE	12/4/2013	10 0	0	View



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Click the "Show Active Requests" button to go back to the main screen

Questions

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**For information about using
IT e-mart, contact the
CHESS Help Desk
toll free at: (888) 232-4405
or email at
armychess@mail.mil**